

MEMORANDUM OF AGREEMENT

In accordance with those procedures set forth in Article 43 of the Master Labor Agreement, this Memorandum Of Agreement (MOA) constitutes an agreement between the National Federation of Federal Employees (NFFE) Local 951 and NFFE Local 2152, hereinafter referred to as the Union, and the BLM-California State Office, and the BLM-California Desert District, hereinafter referred to as the Employer and collectively referred to as the Parties.

Policy referenced concerning the electronic distribution of Leave and Earning Statements contained in this MOA, refer to United States Department of the Interior (USDI), Personnel Bulletin (PB) No. 04-01, Dated October 17, 2003 and USDI Bureau of Land Management (BLM), WO-Instruction Memorandum (IM) No. 2004-039, BLM Procedures for Distribution of Electronic Leave and Earning Statements (LES), Dated November 7, 2003.

It is understood that general policy implementation of PB 04-01 impacts both bargaining unit and non-bargaining unit employees by requiring they receive their LES information electronically through the online Employee Express system unless a waiver or exemption as identified in PB No. 04-01 applies. It is further understood that the application of PB No. 04-01 for each of the BLM-Bargaining Units within the State of California will be consistent with the language set forth in the Bulletin and this MOA insuring that the Employer will not arbitrarily deny an employee's legitimate request to either be waived from the electronic LES process or discontinue receipt of a hard copy LES based on the Employee's bargaining unit status.

Pursuant to the above, the Parties agree to the following:

1. It is agreed privacy is necessary for printing LES information. The Employer will ensure the LES information printed will be seen by the employee only, unless otherwise authorized by the employee.
2. For Employees requesting a waiver from the general policy to receive their LES information through the online Employee Express system or to stop the receipt of a printed copy of their LES information the following procedure will apply.

The employee must use the Employee Request For Waiver To USDI General LES Policy form (see Attachment #1). The employee must submit this form to their immediate supervisor with sufficient explanation the reason(s) a waiver is being requested which will allow for the Supervisor to make an informed decision on whether to grant or deny the request. Upon receipt of the form the Supervisor will sign and date the appropriate blocks indicating the date of receipt and within five working days return the form to the Employee indicating the following: 1) if it is determined that a waiver is appropriate a copy of the form indicating the granting of the waiver and the date the form was sent to the Servicing Personnel Office will be provided to the employee; or 2) if it is determined

that a waiver is not appropriate a copy of the form indicating the request for a waiver is denied will be returned to the employee. Denials of a waiver request may be grieved in accordance with Article 37 of the Master Labor Agreement.

3. Employees who are unable to print their LES information because they have no access to: 1) a government provided computer with internet service; 2) a government printer which allows for reasonable privacy when printing the LES (see #1 above) must submit a written request for a waiver from the general policy to receive their LES information through the online Employee Express system and these waiver requests will not be unreasonably denied. For employees who are denied access to the online Employee Express system by the Employer, the Employer is responsible to either provide immediate online access or provide a waiver automatically to the Employee for the duration of the denied access.

4. Management will provide during in-processing of a new Employee, all necessary information for obtaining a Personal Identification Number (PIN) through Employee Express. Since an Employee who has received computer access will only receive an LES for three pay periods, management will emphasize to the Employee the importance of properly and timely registering with Employee Express or requesting a waiver to the LES policy. Further, during the effective term of this MOA, a copy of USDI, PB No. 04-01 and this MOA will be provided to all new bargaining unit employees during in-processing.

5. Within 30 calendar days of the implementation of the subject policy, management will provide each Union Local President a list appropriate to their bargaining unit identifying bargaining unit employees that are exempted in accordance with paragraph 2c. of PB No. 04-01 from the general policy to receive their Leave and Earning information from the online Employee Express system. After this initial list is provided, each Local Union President may request, but not more than once each ninety (90) calendar day period, that the Employer provide a list of bargaining unit Employees which indicates that an employee is provided an LES copy by electronic or hardcopy as referenced in PB No. 04-01 and WO-IM No. 2004-39. If the employee list provided by the Employer also provides the employees Name; position title; series – grade; organizational code; Bargaining Unit Status; tenure; and location, the list [information] provided will also meet the Employer's requirements under Section 4.6 of the MLA.

6. If a waiver/exemption from the general policy is executed for an employee/group of employees for a period longer than three pay periods, the Employer will notify the appropriate Union Local President of the waiver/exemption status of the employee/employee group and the reasons for the waiver/exemption.

7. An Employee on an extended approved absence from work for a period of at least two full pay periods, will be authorized a temporary waiver during this period to the general policy if requested.

8. To ensure that employees are provided their Leave and Earnings information, in the event of an Administrative termination of employee access to the Internet (e.g. Cobell, etc.), the Employer will automatically exempt affected employees from the general policy in accordance with PB No. 04-01 paragraph 2c. In the event an administrative termination lasts longer than two pay periods the Employer will inform the affected employees that they may get necessary information on requesting LES hard copies by contacting the Servicing Personnel Office. Upon restoration of normal access to the Employee Express system, the Employer will issue a notification to all employees of the change back to the general policy on using the online Employee Express system to access their LES.

9. Prior to implementing USDI, PB 04-01, the Employer will provide each bargaining unit employee a copy of DOI Personnel Bulletin No. 04-01 and a copy of this MOA with attachments in electronic format. For employees without access to these documents through electronic format, the Employer will ensure a hard copy of these documents are provided to the employee. The Employer will provide through electronic format or hard copy as appropriate written instruction to all bargaining unit employees required to use Employee Express. These instructions will contain necessary information on how to obtain access to the online Employee Express system, how to obtain a PIN number, and how to obtain assistance in resolving problems in using the online Employee Express system. It is understood this information includes the Web. Site address necessary to use the Employee Express system, the proper procedures for logging in and out of the Website to maintain security of the Employee LES information (see section 7 of PB 04-01), and a telephone number for contacting their Servicing Personnel Office concerning the use of the Employee Express system and waiver procedures. Management will emphasize to the employees the importance of properly and timely registering with Employee Express or requesting a waiver to the LES Policy.

10. For a period of 60 calendar days a copy of USDI Personnel Bulletin No. 04-01 and accompanying California State Office implementation instructions (see attachment 2) will be posted on the Employers side on bulletin boards identified in Section 41.7 of the MLA.

11. The Employer retains the right to determine the management official/level of authority necessary to grant a waiver or exemption. The Employer will notify each Union Local President which Management Official/Level has been delegated this authority.

12. At least two full work days prior to the Employer issuing a Instruction Memorandum concerning the implementation of USDI, PB 04-01, both Union Locals will be provided a copy of the IM and the date the IM will be issued. In accordance with Article 40 of the MLA the Union will be provided Official Time to review this IM for compliance with this MOA. Comments from the Union concerning the IM's compliance with this MOA will be considered by the Employer or their designated representative.

Attachment # 1

EMPLOYEE REQUEST FOR WAIVER TO USDOJ GENERAL LES POLICY

PERSONNEL BULLETIN NO. 04-01

Employee's Name:		Office Phone:	Assigned Unit/Office Location:
Position Title:	Grade & Series	Supervisor's Name:	
<p>In accordance with USDI Personnel Bulletin No. 04-01 I am requesting a waiver to the general LES Policy. I believe this waiver is necessary because I have:</p> <p>Please check one or more as appropriate</p> <p>1) No access to a government computer with internet service <input type="checkbox"/></p> <p><u>Justification:</u></p> <p>2) No access to a printer which would allow for privacy when printing the LES information <input type="checkbox"/></p> <p><u>Justification:</u></p> <p>3) No access to Employee Express <input type="checkbox"/></p> <p><u>Justification:</u></p> <p>If you wish to make further explanation concerning your requested waiver and more space is needed, you may use a separate sheet of paper.</p>			
Date Request for Waiver Received By Supervisor:		Supervisor's Signature:	
<p>I have reviewed your request for a waiver of the USDI General Policy on LES information and based on the information you have provided your requested waiver is:</p> <p>Granted Denied</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><u>Justification:</u></p> 			
Date Submitted to Servicing Personnel Office:		Approving Official's Signature:	

ATTACHMENT #2

To: All Employees

Subject: Employee Express and Electronic Leave and Earning Statements

For the majority of BLM California Employees beginning March 21, 2004 Leave and Earning Statements (LES) will no longer be printed and mailed to your home.

The new DOI general policy for the distribution to the employee of LES information will be through the Employee Express program. Employees are now required to view their biweekly LES online in lieu of receiving the printed hard copy and at their discretion print this information as their hard copy LES. However, waivers/exemptions for individual or groups of employees to this general policy may be granted in accordance with DOI Personnel Bulletin No. 04-01, and if the employee is in a BLM-California bargaining unit the attached Memorandum of Agreement.

Receiving your LES electronically will not only support the Department's conservation initiatives and result in a significant reduction in operating costs, but it provides additional personal benefits to you:

- The LES is available for viewing online through Employee Express several days prior to the official pay date.
- Under most circumstances, the current LES will become available online each Friday after the close of the pay period. Employees will no longer have to wait to receive this information through the mail where it can be delayed, lost, or stolen.
- The Employee Express program is available to employees who have Internet access, twenty four hours a day, seven days a week. Employee Express does provide a print option, if an employee wishes to print the LES for personal record. It can also be saved to a disk for future reference.

Employee Express maintains online the current pay period LES plus two prior pay periods immediately prior to the current posted LES. As always, if there is a need for an LES for a pay period prior to these, a request can be directed to the Payroll Information Line at (303) 969-7732.

In addition to viewing your LES, Employee Express gives you the ability to initiate processing of certain personnel-payroll transactions electronically, without going to the personnel office to fill out a paper form. Actions you can process through Employee Express include:

- Change to Federal and State Tax Deductions
- Direct Deposit and Financial Allotments
- Home Address change (for payroll purposes)

- Health Benefits (FEHB) changes during Open Season
- TSP Open Season changes
- TSP Catch Up for employees age 50 and older
- Start, change or stop Savings Bonds
- Change Personnel Identification Number (PIN)

Employee Express is available to all Interior employees at www.employeeexpress.gov. It is safe and reliable and is just as secure as using an ATM if proper care is taken. Employees have a continuing responsibility to comply with DOI security requirements. This includes not sharing personal passwords and properly logging in and out of systems. To properly log out of the Employee Express system, users must use the “Sign Out” buttons and click on the link “Click Here to Close This Window”. Failure to properly log out of Employee Express may make your personal information accessible to other individuals using the same computer.

Many Department employees have been using Employee Express for years. All you will need to make changes to your data is your Social Security Number (SSN) and Employee Express Personal Identification Number (PIN). If you do not have your PIN, call (478) 757-3030 to request one or log on to www.employeeexpress.gov and with your government email, you may have one processed typically within 48 hours of your request and sent to your government email account. When you receive your PIN, we recommend you change it to something easier for you to remember.

To access Employee Express on the Internet you will need Netscape version 6.2 or higher or Microsoft’s Internet Explorer version 5.5 or higher. Your system must have JAVA and JAVASCRIPT enabled. You can also access it by touch-tone phone. From home dial (800) 827-6254, from work dial (478) 757-3080, for TTY/TDD dial (888) 880-0412. For security reasons, use of cellular phones is not recommended.

If you need assistance, the Employee Express Help Desk at (478) 757-3030 is staffed during the hours of 7:00 a.m. to 7:00 p.m. EST; at other times, a message may be left and someone will return the call. You can also contact the help desk at EEXHelp@opm.gov.

Answers to questions regarding privacy, security, and access can be found at the Employee Express main page at www.employeeexpress.gov. You do not need a PIN to access this information.

Any questions regarding this bulletin and on getting access to Employee Express may be directed to Angie Dailly, Human Resources staff at (916) 978-4476.

December 17, 2003